

Administrative - Internal Use Only

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 5 - 74

15 February 1974

To: All Training Officers of the Agency

INTRODUCTION TO MICROGRAPHICS

Recognizing an increase of interest across the Agency in the use of microform applications for controlling overburdened and sometimes inefficient paperwork systems, a two-day seminar will be offered to provide interested personnel with basic information on micrographics.

This two-day session will draw on Agency personnel engaged in micrographic activities to present the seminar outlined below:

- . Image Recording Techniques
- . Microfilm Formats
- . Viewers and Viewer-Printers
- . Indexing Methods
- . Computer Output Microfilm (COM)
- . Development and Implementation of Agency Applications

The Seminar is open to all, but it will be of particular interest to the following personnel: potential users of microforms, component Records Officers, Administrative Officers and Assistants, Section and Branch Chiefs, Planning Officers, & Registry Personnel.

Dates : 25, 26 March 1974

Place : 1A-07 Headquarters

Time : 0900-1600 hours

Registration : Enrollment is limited. Submit Form 73, "Request for Internal Training, to OTR/SRS/RG, Room 1036, Chamber of Commerce Building by 18 March.

Additional Information: On course content, call [REDACTED] This seminar will be considered in lieu of experience as a prerequisite to a Micrographic Workshop which will follow at a later date.

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